



December 7, 1964  
NUMBER 5000.01

ASD (Comp)

## Department of Defense Directive

SUBJECT Data Elements and Data Codes Standardization Program

### I. PURPOSE

This Directive establishes the Department of Defense Data Elements and Data Codes Standardization Program, and specifies related objectives, policies, and responsibilities.

### II. APPLICABILITY AND SCOPE

- A. The provisions of this Directive (1) apply to all DoD Components concerned with development, use, and maintenance of data systems; and (2) govern identification, description, establishment, and use of standard data elements and data codes, including those used in data systems supporting such functions as command and control, logistics, intelligence, personnel, and financial management.
- B. The provisions of this Directive shall not abridge the authority and responsibility of the Assistant Secretaries, Director of Defense Research and Engineering, and the Chairman, Joint Chiefs of Staff to design and develop data systems to obtain information and reports necessary for their use, subject to the coordination and standardization by the Assistant Secretary of Defense (Comptroller) of all data elements and codes involved.
- C. Data elements and data codes which are required to be unique for use in cryptologic activities are excluded from the provisions of this Directive.

### III. OBJECTIVE

The objective of this Program is to facilitate data interchange and compatibility among the data systems of the Department of Defense by providing, through centralized guidance, control and direction, for the optimum standardization of data elements and codes and for their utilization.

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IV.

DEFINITIONS

The automatic data processing terms within this Directive are used in accordance with definitions provided by the Bureau of the Budget "Automatic Data Processing Glossary," December 1962. The following definitions, which either do not appear in the Glossary, or which have a special application, are provided for purposes of this Directive.

- A. Data Element - a basic unit of information having a unique meaning and which has sub-categories (data items) of distinct units or values. Examples of data elements are military personnel grade, sex, race, geographic location, and military unit.
- B. Data Item - a sub-unit of descriptive information or value classified under a data element. For example, the data element "military personnel grade," contains data items such as sergeant, captain, and colonel.
- C. Data Code - a number, letter, character, or any combination thereof used to represent a data element or data item. For example, the data codes "E8", "O3" and "O6" might be used to represent the data items of sergeant, captain, and colonel under the data element "military personnel grade."
- D. Data System - combinations of personnel efforts, forms, formats, instructions, procedures, data elements and related data codes, communications facilities, and automatic data processing equipment, which provide an organized and inter-connected means, either automated, manual, or a mixture of these for recording, collecting, processing and communicating data.

V.

POLICIES

- A. Data elements will be identified, defined, classified and coded in a uniform manner and those that can be applied to more than one data system will be published as standard data elements and utilized to the greatest practicable extent.
- B. Responsibility for the standardization of data elements and related codes will be assigned to the various DoD Components to the extent practicable and will be based on their (1) recommendations and presently assigned areas and scope of responsibility, (2) demonstrated achievements with respect to defining and coding data elements, and (3) capability and resources to assume this responsibility.
- C. Data elements may be developed, defined, coded and applied on an interim basis when standard data elements do not exist or do not meet data system requirements. Interim data elements will be cataloged and referred to the Assistant Secretary of

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Defense (Comptroller) for determination as to their acceptability as standard data elements.

- D. Problems resulting from the application of prescribed procedures and criteria for defining and coding data elements will be referred to the ASD(Comp) for resolution. Such problems may be resolved on an interim basis and referral delayed, if necessary, to meet exigent mission requirements.
- E. Existing data elements and data codes and those developed by industry and other Government agencies will be adopted where feasible.
- F. Instructions will be issued concerning time phase plans for the incorporation of standard data elements and related codes into existing data systems.

VI. RESPONSIBILITIES

- A. The Assistant Secretary of Defense (Comptroller) shall:
  - 1. Direct and control the Defense Data Elements and Data Codes Standardization Program and monitor its application by DoD Components.
  - 2. Prescribe policies, procedures, criteria, rules and terms for identifying, defining, classifying, coding, categorizing, applying, publishing and maintaining data elements and related features for use in data systems throughout the Department of Defense.
  - 3. Establish and maintain a centralized master file of all standard data elements, related codes and other relevant features.
  - 4. Coordinate with the principal staff assistants to the Secretary of Defense and enjoin their participation in this Program to the extent that it relates to their data systems design responsibilities.
  - 5. Take timely action to resolve problems encountered by DoD Components in applying procedures and criteria for defining and coding data elements.
  - 6. Review and approve data elements and related codes for publication as standard.
  - 7. Establish controls to assure that appropriate and timely action is taken to implement standard data elements and related codes.

B. The Assistant Secretary of Defense (Comptroller) shall have the following additional responsibilities which he may delegate to DoD Components:

1. Identify, develop, define, classify, code, publish and maintain standard data elements and related codes.
2. Represent the Department of Defense with other Government agencies and industry on matters pertaining to the development and adoption of standard data elements and data codes.
3. Initiate, perform, or supervise the performance of, research and development efforts concerned with the concepts and application of data elements.

C. Each DoD Component shall:

1. Use DoD standard data elements and data codes to the maximum extent possible in meeting their data systems requirements.
2. Submit as directed comments on proposed standard data elements and codes referred to them for review.
3. Consult with the ASD(Comp) concerning internal data elements and codes standardization efforts, to assure that the results of these efforts will have the widest possible application throughout DoD.
4. Designate an office to act as the single point of contact, and to represent its interest to the ASD(Comp) on all matters concerning data elements and related codes. (DoD Components that do not have, or do not plan to have data systems may be exempted from this requirement with the approval of the ASD(Comp).)

#### VII. PROGRAM PLAN

Program implementation will be accomplished in increments as follows (except that the necessity for overlapping increments is recognized):

1. Prescribe policies, procedures, rules, and terms as required by paragraph VI. A. 2.
2. Establish priorities for the compilation, evaluation, and establishment of standard data elements and data codes.
3. Provide for the orderly implementation of standard data elements and codes into existing and planned data systems.
4. Review and maintain standard data elements and data codes, as appropriate.

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VIII. EFFECTIVE DATE AND IMPLEMENTATION

- A. This Directive is effective immediately.
- B. DoD Components shall revise existing directives, instructions, and other issuances to bring them into conformity with the provisions of this Directive, and forward two (2) copies of each proposed implementing document to the Assistant Secretary of Defense (Comptroller) for approval within ninety (90) days.

*Cyrus Vance*

Deputy Secretary of Defense